

Board Meeting Agenda

City of Roseburg- Public Safety Center
700 SE Douglas
Roseburg, OR



June 10, 2016

<u>Time</u>	<u>Item</u>	<u>Presenter</u>	<u>Notes</u>
10:00 a.m.	<u>Call to Order</u>	Kerber	

Board Members Attendance:

		Present	Absent
Delora Kerber	President	X	
Russ Thomas	President-Elect	X	
Gordon Munro	Secretary	X	
Jenifer Willer	Treasurer	X	
Dan Boss	National Delegate	X	
Todd Watkins	Immediate Past President	X	
Mike Bisset	Director	X	
Nikki Messenger	Director	X	
John Lewis	Director	X	
Elizabeth Papadopoulos	Director	X	
Tony Roos	Director	X	
Ashley Cantlon	Director@	X	
Gregg Weston	Foundation Liaison	X	

@= Present via Conference Call

Guest: none

Meeting was called to order at 9:59pm, adjourned at 2:21pm.

Good of the Order

Board Business/Updates

President's Report – Delora Kerber

- Bob wants to lower the cost of disc golf. All we care about is that he is covering the cost. Also need to be done by 11am.
- What about handing out longevity pins at the conference. We could have folks stand and hand out pins at the lunch. Would rather do the ribbon than a pin, and perhaps have a date on the ribbon. Delora will follow up with Maggie about these ideas and other ideas she might have.
- Registration on line is expensive using Reg on line, so do we want to keep doing this? APWA national has a separate registration method that is less expensive. Do we want to use that? Maggie has looked at other options and Reg on line is the best value out there. They have also contacted national APWA about their system, and there are still some issues and there are no instructions. No action taken.

Secretary's Report – Gordon Munro

- May minutes were handed out and reviewed. Nikki moved to accept, and it was seconded by Tony. The vote passed.

Treasurer's Report – Jenifer Willer

- The financial report for the month was handed out. The form is slightly different than we have used before using more standard reports. The reserves do not show nor do the uncleared transactions. She added the use of cash reserves to the report, and the community outreach expenses. She will add the reserves to the report. Tony moved to accept, and it was seconded by Elizabeth. The vote passed.

National Delegate's Report – Dan Boss

- The end of the year report is coming up June 30th. Dan will send an email out to the Board and ask for input.
- Jill Marilley indicated she appreciated the support for her being region 9 representative.
- Jill Marilley also brought up doing the off year training for Board members in the region. The Board was generally in favor of this, and would like to see what the agenda would be.
- Kurt Corey is being asked to do another term on the DSC Credentialing Council.

Foundation Report – Gregg Weston

- Next month there is a joint meeting with the APWA Board at Wilsonville City Hall.
- They are closing in on getting all the application in from the schools.
- The Foundation intends to have a list of candidates for the next meeting.
- The Foundation has a proposal from Dan Boss for a contribute account. There are some intricacies to work out as it has some differences in how he wants to set it up. More to come.

Committee Reports

- National sent out "best practices" for chapter capacity building with some proposed updates. It was noted that the "best practices" are essentially the PACE award categories. There was discussion about the proposed changes such as changes to advocacy and the Donald C. Stone Center. There was some concern about the advocacy with regard to political advocacy. In the past the Oregon Board has shied away from taking political stances as the members of the Board and of the Oregon APWA members represent many agencies and private firms that has varied views. The time that Oregon APWA took a stance on the QBS laws was troublesome for some of the members. National is asking for feedback about the changes by June 24th.
- Delora will send a comment to National about the concerns about political advocacy. If people have additional comments send them to Delora by June 20th. Another comment was a question about when these changes would be enacted as they pertain to the PACE award and we are now half way through the year.

Conferences:

Spring 2016: Hood River

- A final report was sent out by Maggie.
- Todd had the PACE 2012 patch, and another patch that both go on the banner. Russ will give them to Maggie to put on the banner.
- On the vendor area, there were comments that some of the vendors were not at the booths.
- We do not need to have the vendor bingo anymore as so many people are attending the vendor area.
- Other ideas were discussed that could get people to the vendor area such as other giveaway's not attached to bingo. This could be \$50 drawings at breakfast, or select names and put it up in the vendor area for \$50. Could also have a version of the hello tickets with the vendors, and another \$50 prize. The Board wants to move forward with the name and not the hello ticket.
- We can also ask the vendors to think of more creatively about the giveaway's, so that they are not all alcohol. Might also ask that they keep the value below \$50.
- We can also think about not giving alcohol out as gifts to speakers.

Fall 2016: Bend/River House, Oct. 11-14 - Abbas/Radosta/(Thomas)

- A reminder for abstracts has been sent out, and abstracts are being sent in (13).
- Two technical tours are being set up.
- Working is being done on the script, and where snacks will be located. There have been several meetings, and the Bend staff is on board.
- Delora will invite a national APWA member to attend.
- We are going to look at the cost of the roll up boards instead of the fold up board for the APWA booth.

Review of Strategic Plan/Action Items - All

- Professional development: lunch in central Oregon will be advertised at the Bend conference.
- Promote free services from National: we do this at the APWA booth at the conferences.
- Foster Foundation/Board relations: Gregg is attending all the APWA Board meetings.
- Involving NWPWLI Graduates: discussions have occurred at the training about getting involved in other parts of APWA such as committees and other activities.
- Outreach with students: nothing has been done.
- Roles and responsibilities for the membership committee: nothing has been done yet.
- Contact committee chairs and invite to Board meetings: People have been making the effort, and Delora has been inviting chairs to the meetings. The GIS folks have been moving forward with what we have asked to form the committee.
- Outreach to other professional organizations: nothing has been done.
- Submitting on national awards: we are going to be advertising for the Oregon awards soon, and these are timed to make the national applications easier. Need to update the web site with the correct chair.
- Recognizing longevity: we are doing this for the next conference.
- Increase participation: nobody has been assigned to this.
- Educate elected officials: attend the LOC conference. We need a different display here than at the APWA conferences. Perhaps showing project awards. AOC: the conference is not as active, and we are not going to attend.
- Marketing, & branding plan: work with a marketing consulting firm to help with the layout for the graphics and messaging. Elizabeth will check some firms to see what can be done. Nikki moved that we allocate \$4,999 to develop a display. Todd seconded. This was amended to allocate \$4,999 towards the marketing. This is aimed at the LOC conference. Motion passed.
- Roles and responsibilities for chapter committees: no work has been done.
- Succession Plan: See discussion below.
- Leadership development: no discussion.
- PWX in 2023: no discussion.
- 5 year financial plan: no discussion.
- Chapter administrator: no discussion.

- Long term investment: we are going to talk with National for more input.
- Pricing: the conference pricing looks good at this time as we essentially broke even at the last conference.
- Photos of chairs: still need to get photos. Could get the photos at the conference.
- Promote Mentorship program at the leadership training: Dan has been doing this.
- Members for leadership & management: Mike knows someone with interest and has spoken to the chair about it.
- Conference guidelines: no discussion.
- Communication award: the awards committee will create an application for the Fall 2016 conference.
- Monthly email to members: no discussion.
- Develop APWA promotional material: need to get Brian Richardson involved.
- Keep Website up to date: this is ongoing.
- Monthly lunches Board presentation: this is ongoing.
- Speaker packets: no discussion.
- Create an electronic evaluation form: this is in process.
- Article on small Cities for the newsletter: not done yet.
- LOC booth: discussed above.
- Pins to ribbons for longevity: discussed above.
- Send email to the City of Portland division chiefs: this has not been done yet.
- GIS committee formation: they are very interested and are taking steps as suggested by the Board.
- Update scholarship policies on the website: no action taken yet.
- Top ten reimbursement policy: no discussion.
- Send out post conference information to first timers: Fred not done this yet.

New Business

Pricing for Conferences & Training - Boss/Messenger/Roos

- Our pricing looks good on the schools and the conferences.

Succession Plan/Chapter Nominating Committee - Kerber

- There was a hand out for “the slate” for the 2017 election that will be presented at the Fall conference. A history of the board and officer positions.
- Delora will establish a nominating committee (Todd will be the chair, and two more need to be added), to fill out the slate. There was discussion about how the selection to the slate is determined. There have been several people that have expressed interest. The committee will also consider the make-up of the Board (private/public, big/small, location in the state, other participation, promote participation of certain agencies).
- We could have an application that lets them know what is expected, ask several questions such as “why do you want to be on the board”, “does your employee support this”. The nominating committee will put the application together.
- Mike Bisset will be on the slate for Treasurer.

Adjourn - Kerber

2016 Board Meeting Schedule					
Jan 15 th Tetra-Tech	Feb 12 th Eugene	Mar 11 th Oregon City	Apr 19 th Hood River	May 13 th Wilsonville	Jun 10 th Roseburg
Jul 15 th Wilsonville	Aug None- PWExpo	Sep 9 th Kittleston	Oct 11 th Bend	Nov 18 th Newberg	Dec 6 th /7 th Silver Falls